# Administrative Briefing Guide

(Modify to fit your setting)

**Example Application:** Meeting at the beginning of the work day for ICU staff, clinic staff, or Emergency Department staff.

**<u>Who</u> should attend the administrative briefing? Do you know their names?**
Nurse Manager, staff nurses, attending physicians, resident physicians, clinical pharmacist, social worker, ward clerk, housekeeping, key allied health professionals (Speech Therapy, PT, OT) others?

**<u>Where</u> will the briefing occur**? Choose the same place to meet on a consistent basis.

**<u>When</u> will you hold the briefing?** Choose same time of day (and same day if weekly).

**<u>How</u> will you get key members there?** Establish a time/day when most key individuals can attend.

**Any anticipated or current <u>PROBLEMS</u> with:**

- *Census, bed availability, transfers*
- *Patients:* a short report on each patient to include: 1) brief diagnosis, clinical status and plan for the day; 2) pending consultations, procedures; 3) unresolved care needs; 4) spiritual, family, social issues; 5) advance directives etc.
- *Staffing Issues:* staff sick calls; staff working double shifts requiring "smart staffing" assignments; staff transportation assistance after working double shift (eg. calling cab for nurse after working double shift); new staff orienting; patient acuity status/changes; scheduled procedures on care unit with staffing implications; interpersonal conflict between staff (eg. nurse with physician)
- *Equipment:* training with new equipment; problems with existing equipment; biomedical engineering consultation
- *Contingencies:* balancing bed availability with staffing realities; cancellation of surgical cases; Emergency Department diversion; temporary equipment replacement during repairs, supply inventory, unit dosed medications
- *Actions:* What needs to be done to address the issues raised? Who will do it? When? Involve Chief of Staff? Director of Nursing? Facility Director?

**Was the safety of patient care delivered in this unit improved by this Administrative Briefing? If so, identify how this will occur.**